



Individual Return Process Defense Property Accountability System (DPAS) Warehousing Application

United States Marine Corps
Individual Issue and Unit Issue Facility
(IIF and UIF)

Implementation Training Course

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Purpose

- The Return process provides a way for service Members, civilians, and contractors to return equipment.
- It allows the issue record to be closed out.
- Each returnable item must be returned to a warehouse.

Situation

You are the Line Clerk at the IIF. A member arrives at the issue counter. Member presents his equipment and CAC. He wants to return his equipment.



INDIVIDUAL RETURN PROCESS (Member WITH CAC)

Individual Return With CAC

User Id: LWARD Warehouse: NCR IIF Open Warehouse Actions (53) !

MyDPAS ▾ Catalog Mgmt ▾ Materiel Mgmt ▾ AIT Mgmt ▾ Customer Mgmt ▾ Warehouse Mgmt ▾ Master Data Mgmt ▾ Inquiries ▾ History Inquiries ▾ Report Manager ▾

Message of the Day
DUE IN
MATERIEL RELEASE ORDER
MATERIEL MOVEMENT
BACKORDER
UNIT ISSUES
INVENTORY
QUALITY CONTROL
TRANSPORTATION
UNIT RETURN DT

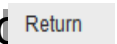
Receiving
Materiel Release Order
Disposition
Warehouse Transfer
Materiel Movement ▶
Transportation ▶
Quality Control
Individual ▶
Unit ▶
Inventory Update ▶
Replenishment ▶
Physical Inventory
Project Mgmt
Set Kit Outfit
Allocation Mgmt

Issue
Return

1

(s) of the Day
Tm
0 ▶ ▶



The Clerk ask Member for a valid ID. Navigate to Materiel Mgmt tab and scroll to Individual and :




(1) Click  .

Individual Return With CAC

Instructions

Search Criteria

i Member	All	...	i EDI PI	All
i UIC	All	...	CAC	 CAC 

 Search  Reset  Add

(2) Scan the member's CAC.

Individual Return With CAC

Instructions

Individual Return Member

Last, First M	SHANKS JR, BILLY J	Phone Nbr	4043441932
EDI PI	1096498043	DSN Nbr	
Pay Grade	E7	Mobile Phone Nbr	
* i UIC	<input type="text" value="NCR000"/>	Email Address	BILLY.SHANKS@MARINES.USMC.MIL
i Temp Assigned UIC	<input type="text" value="NCR000"/>		
Master Issue Lists	<input type="text"/>		

3

✓ Update

Update member information to retrieve returns.

◀ Back

(3) Click d
record.

✓ Update

button to view

Individual Return With CAC

The screenshot shows the 'Individual Return' form. At the top, there is a 'Scan Barcode' section with a 'Click here to scan' button and fields for 'IIN', 'S/N', and 'UII'. Below this is a toolbar with '+ Add', 'Sign', 'Cancel', and 'Grid Options' buttons. The main area is a table with columns: 'All (8/8)', 'SKO Status', 'LIN/TACON', 'Stock Nbr', 'Item Desc', 'Size', 'Color', 'ICN', 'Mfr Serial Nbr', 'Cond Cd', 'Location Id', and 'Container Id'. The table contains six rows of equipment data. Callout 'a' points to the 'Edit' button in the first row. Callout 'b' points to the 'Verify Parts' button in the first row. Callout 'c' points to the 'Split' button in the first row.

All (8/8)	SKO Status	LIN/TACON	Stock Nbr	Item Desc	Size	Color	ICN	Mfr Serial Nbr	Cond Cd	Location Id	Container Id
<input checked="" type="checkbox"/>	Verified Verify Parts	C00612F	8470015815052	PC - PLATE CARRIER, USMC, COMPLETE LG	L		B0000000000001552924		D - Svcbl (Test/Mod)	SORT	
<input checked="" type="checkbox"/>		C21702E	4240015835742	SPECTACLE, ESS CROSSBOW			B0000000000001548907		D - Svcbl (Test/Mod)	SORT	
<input checked="" type="checkbox"/>		C30402F	8465013221966	BELT INDIVID EQUIP, LG	L	GREEN	B0000000000001554188		H - Unsvcbl (Condemned)	DRMO	
<input checked="" type="checkbox"/>		C31	8415015003905	COVER, HELMET, REVERSIBLE, XL	XL		B0000000000001550512		H - Unsvcbl (Condemned)	DRMO	
<input checked="" type="checkbox"/>		C3	8465012075573	POUCH, 9MM GRENADE GREEN		GREEN	B0000000000001554579		D - Svcbl (Test/Mod)	SORT	
<input checked="" type="checkbox"/>		C33612E	1095011943343	M9 HOLSTER			B0000000000001551342		D - Svcbl (Test/Mod)	SORT	

After verifying and inspecting the equipment against the member's record, click the **Sign** button to return all the equipment.

ES:

If a Member isn't returning all their equipment due to it being damaged, missing, or lost; deselect the equipment not being return. Ask the Member for his Missing/Damaged Gear Statement. Attach it to the Member's record.


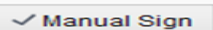
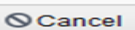
For the parts assigned to a SKO, click 'Verify Parts' to receipt.


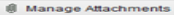
Click 'Split' if not returning the full issued stock quantity.

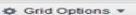
Individual Return with CAC Card

Individual Return Electronic Signature



I acknowledge that I have returned all listed equipment that was previously issued to me.

5   

6  

Individual Return 

LIN/TAMCN	Stock Nbr	Item Desc	Size	Color	ICN	Mfr Serial Nbr	Cond Cd	Location Id	Container Id	Prj Cd	Owning
C21702E	4240015835742	SPECTACLE, ESS CROSSBOW			B00000000000001548907		D - Svcbl (TestMod)	SORT			M67750
C30402F	8465013221966	BELT INDIVID EQUIP, LG	L	GREEN	B00000000000001554188		H - Unsvcbl (Condemned)	DRMO			M67750

7  


8 

Print Form

Select the form you would like to print:

☒ DW Form 12 - Return Receipt

☐ DW Form 05 - Outstanding Returnable Items

(5) Click  . Ask Member to insert their CAC inside the reader.

(6) Click  . Print Form displays.

(7) Select the **DW Form 12-Return Receipt** at Member's request. If Member did not return all the equipment, select the **DW Form 05-Outstanding Returnable Items** receipt.

(8) Click  .

Individual Return With CAC

Instructions ▼

Individual Return Member ▲

Last, First M	LAMPKIN JR, GEORGE	Phone Nbr	910-451-8400
EDI PI	1063031727	DSN Nbr	
Pay Grade	O5	Mobile Phone Nbr	
UIC	M12001 - HQTRS BN 2D MARDIV	Email Address	GEORGE.LAMPKIN@USMC.MIL
Temp Assigned UIC	NCR000 - Conversion UIC for Quantico		

Edit

Return Nbr: QDCR2014328000001

Status: Returned

Print Manage Attachments

Individual Return Grid Options ▼															
LIN/TAMCN ▲	Stock Nbr	Item Desc	Size	Color	ICN	Mfr Serial Nbr	Cond Cd	Location Id	Container Id	Prj Cd	Owning DoDAAC	Qty Returned	Qty Not Ret.	Not Ret. Reason Cd	Not Ret. Remarks
C21702E	4240015835742	SPECTACLE, ESS CROSSBOW			B00000000000001548907		D - Svcbl (TestMod)	SORT			M67750	1	0		
C30402F	8465013221966	BELT INDIVID EQUIP, LG	L	GREEN	B00000000000001554188		H - Unsvcbl (Condemned)	DRMO			M67750	1	0		
C33602E	8465012075573	POUCH, 9MM GRENADE GREEN		GREEN	B00000000000001554579		D - Svcbl (TestMod)	SORT			M67750	2	0		

10 items per page 1 - 3 of 3 items

Back

9

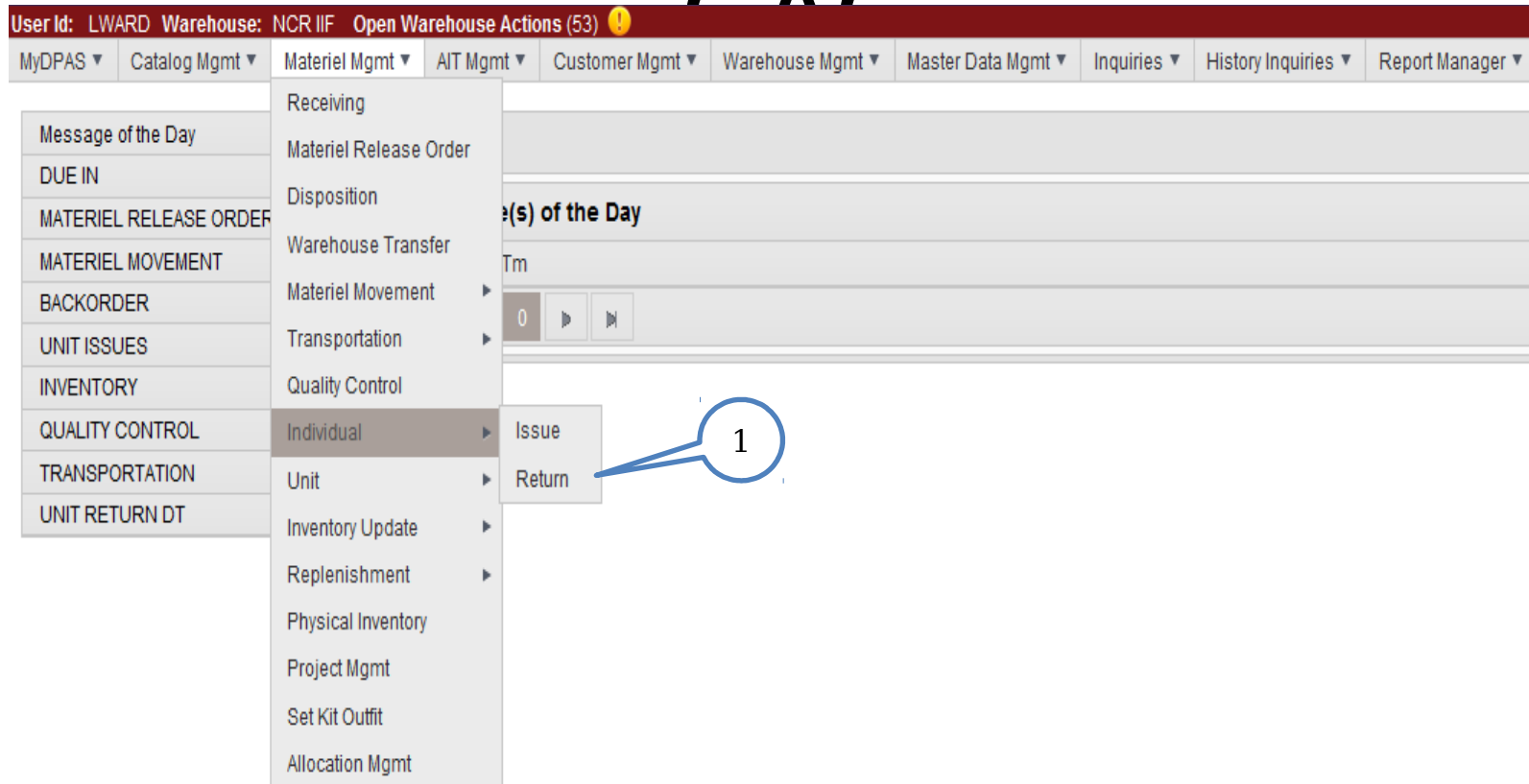
(9) Have the member sign the receipt and make a copy.

Always keep the original signed receipt. Click  to start a new return.

Note: Member can view their issue record online at the following URL: <https://ousddpasmemberleidos.com/next>

INDIVIDUAL RETURN PROCESS (Member WITHOUT CAC)

Individual Return without CAC



A member arrives at counter without a CAC and presents his/her equipment to the Clerk. The Clerk ask the Member for a valid ID.

Then, navigates to the Materiel Mgmt tab and scroll to Individual and:

(1) Click

Individual Return without CAC

Instructions

Search Criteria

i Member All ... **i EDI PI** All

i UIC All ... CAC CAC

3 Search Reset Add

Callout 2 points to the Member input field. Callout 3 points to the Search button.

Enter criteria and select "Search" to view results. Or click add button to add a new member return.

Instructions

Search Criteria

i Member GILBERT, EMERSON X ... **i EDI PI** ID00000006

i UIC All ... CAC Click here to scan CAC

Search Reset Add

Callout 4 points to the Search button.

Individual Return Member											
	Last Name ▲	First Name ▲	Middle Initial	EDI PI ▲	Pay Grade	UIC	Last Issue Dt	Last Issue Nbr	Last Warehouse	Return Status	
	GILBERT	EMERSON		ID00000006	E1	NCR000	11/24/2014	NCR12014328000007	NCR IIF		
10 items per page 1 - 1 of 1 items											

(2) Enter Member's name.

(3) Click Search for the **Individual Return Member** page to display Member's record.

(4) Click Return to retrieve Member's record.

Individual Return without CAC

Instructions

Individual Return Member

Last, First M	GILBERT, EMERSON	Phone Nbr	<input type="text"/>
EDI PI	ID00000006	DSN Nbr	<input type="text"/>
Pay Grade	E1	Mobile Phone Nbr	<input type="text"/>
* i UIC	<input type="text" value="NCR000"/> ...	Email Address	<input type="text"/>
i Temp Assigned UIC	<input type="text" value="Optional"/> ...		
Master Issue Lists	<input type="text" value="PISTOL RANGE ×"/> ...		
Size Categories			
* BELT INDIVID EQUIP, LG	<input type="text" value="M"/>		
<input type="button" value="✓ Update"/>			

Update member information to retrieve returns.

(5) Click , the Master Issue List will auto populate.

Individual Return without CAC

Instructions		
Individual Return Member		
Last, First M	GILBERT, EMERSON	Phone Nbr
EDI PI	ID00000006	DSN Nbr
Pay Grade	E1	Mobile Phone Nbr
UIC	NCR000 - Conversion UIC for Quantico	Email Address
Temp Assigned UIC		

Edit

Return Nbr: NCCR2014328000006

Status: Initiated

Scan Barcode: [Click here to scan](#)

Individual Return

+

Add

Sign

Cancel

Grid Options

✓

All (8/8)

(6) Inspect and verify Member's equipment against his/her Sign . Click to return all the equipment.

Notes:

(a) If Member isn't returning all their equipment due to it being damaged, missing, or lost; deselect the equipment that's not being return and ask the Member for their Missing/Damaged Gear Statement. Attach it to the Member's record.

(b) For the parts assigned to a SKO, click 'Verify' Parts to receipt.

(c) Click 'Split' if not returning the full issued stock quantity.

Individual Return without

CAC

Individual Return Electronic Signature

I acknowledge that I have returned all listed equipment that was previously issued to me.

Instructions

Individual Return Member

Last, First M	LAMPKIN JR, GEORGE	Phone Nbr	910-
EDI PI	1063031727	DSN Nbr	
Pay Grade	O5	Mobile Phone Nbr	
UIC	M12001 - HQTRS BN 2D MARDIV	Email Address	GEORGE.LAMPKIN@USMC.MIL
Temp Assigned UIC	NCR000 - Conversion UIC for Quantico		

Return Nbr: QDCR2014328000001

Status: Returned

Individual Return

LIN/TAMCN	Stock Nbr	Item Desc	Size	Color	ICN	Mfr Serial Nbr	Cond Cd	Location Id	Container Id	Prj Cd	Owning
C21702E	4240015835742	SPECTACLE, ESS CROSSBOW			B00000000000001548907		D - Svcbl (Test/Mod)	SORT			M6775C
C30402F	8465013221966	BELT INDIVID EQUIP, LG	L	GREEN	B00000000000001554188		H - Unsvcbl (Condemned)	DRMO			M6775C

Print Form

Select the form you would like to print:

- ☐ DW Form 12 - Return Receipt
- ☐ DW Form 05 - Outstanding Returnable Items

(7) Click

(8) Click . Print Form displays.

(9) Select the DW Form 12 Return Receipt. If the Member did not return all their equipment, also select the DW Form 05 Outstanding

(10) Click , have Member sign the receipt and make a copy for the Member. Always keep the original signed receipt.

Advise the Member he/she can view their issue record online at



Questions?